

**CALIFORNIA POLLUTION CONTROL
FINANCING AUTHORITY**

915 CAPITOL MALL, ROOM 457 (95814)
P.O. BOX 942809
SACRAMENTO, CA 94209-0001
TELEPHONE: (916) 654-5610
TELECOPIER: (916) 657-4821



MEMBERS:
Bill Lockyer, Chair
State Treasurer

John Chiang
State Controller

Michael Genest, Director
Department of Finance

JOB OPPORTUNITY BULLETIN

Class: **Student Assistant**
Tenure: **Temporary**
Time Base: **Intermittent**
Salary: **\$8.13 - \$10.82 per hour**
Salary is based on a combination of completed College units and hours worked.

Under the general supervision of the Executive Director and the Sustainable Communities Grant and Loan Program Manager, the position performs tasks of average difficulty in support of the California Pollution Control Financing Authority (CPCFA).

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Completes special projects for the CPCFA Executive Director and the sustainable communities grant and loan program manager. Performs research and provides technical support for the grant and loan approval process. This includes assisting with research and analysis of project applications and other related due diligence documents. Contacts and coordinates members of review committee teams including private sector, local government and state agency staff. Also includes preparing, monitoring and updating charts, schedules and reports as required by authority members, staff and other state agencies.
- Assisting with the preparation of issue papers for the CPCFA programs and coordination of meeting activities, assisting with the preparation of materials for various financing programs, as well as other written materials and reports policy documents.
- Preparing and providing technical information about CPCFA for other state agencies, the Legislature, members of the investment community and bond financing professionals concerning the Authorities various programs.
- Screening and directing telephone calls, mail and visitors, miscellaneous support projects. Processes and coordinates information system requests; assists in the training of other students as needed.

DESIRABLE QUALIFICATIONS:

- Ability to work cooperatively with others.
- Initiative, resourcefulness and good judgment.
- Good work habits and dependability.
- Familiarity with personal computers and Microsoft products

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are currently enrolled in college.
Transcripts and proof of enrollment are required.

Please write the number “345-002-4870-900” (CPCFA) on your state application.

FINAL FILING DATE:

Applications will be accepted **until filled.**

SUBMIT APPLICATIONS TO:

Cec Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer-equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The CPCFA complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact CSFA at (916) 654-5610 or TDD (916) 654-9922.